Void a Check

To void a scanned check, complete the following steps:

- 1. From the **Check Processing** tab, click **Batch Management**. The *Search Batch* page appears.
- 2. Select or enter the batch search conditions you would like to view.

Under Batch Search Conditions, optional

 Select the OTC Endpoint you want to Edit a batch for by checking the under the Select column

Under Created On Date, optional

• Enter the **From** and **To** date range



Application Tips

- The From and To Created On Date must be entered in MM/DD/YYYY format.
- When running a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days, then only the most recent 1,000 batches appear.
- When running a search without specifying any criterion (with the exception of the Batch ID field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.
 - Enter the **Batch ID**, optional



Application Tip

If the only search criteria entered is a valid **Batch ID**, then only a single result appears regardless of other search criteria specified.

• Enter the Cashier ID, optional

Under Batch Status, optional

- Select the Status you want to view by checking the Open or Closed box under the Select column
- 3. Click **Search**. The *View Batch* page appears.
- 4. Click the **Batch ID** hyperlink. The *View Checks* page appears.

- 5. Click the **Item ID** of the scanned check you would like to void. An image and details of the check appear in a window below.
- 6. Click Void to the right of the check image to void the check as shown in Figure 1.

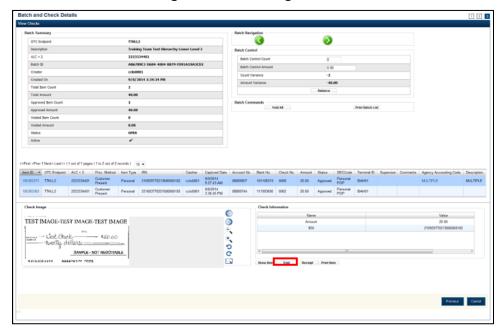


Figure 1. Check Image Details



Application Tips

- If a check is voided and there is more than one check in the batch, and the Agency Location Code (ALC) is designated to classify at the summary level, ensure that the combined accounting code subtotal is equal to the batch total prior to batch approval. If it does not, you must go back and re-validate your subtotal entries.
- If a check is voided and there is only one check in the batch, as a best practice it is recommended that the batch is deactivated so that it is not accidently forwarded for settlement. Deactivated batches are archived to the Historical Database.
- 7. Click **Confirm** at the prompt, to void the check.
- 8. Enter comments concerning the void request at the prompt and click **OK**.
- 9. Click **OK** at the final prompt stating that the check is voided successfully.



Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Previous** to return to the previous page.
- Click Void All to void all items in the batch.
- Click Print Batch List to print the batch list.
- Click < to go to the first batch.
- Click > to go to the next batch.
- Click << Image to return to the previous check.
- Click >>Image to view the next check.
- Click Zoom- to reduce the image size.
- Click Zoom+ to enlarge the image size.
- Click Rotate Left to turn the image to the left.
- Click Rotate Right to turn the image to the right.
- Click **Show Item** to view the check item details.
- Click **Void** to void a single check item.
- Click **Receipt** to print a receipt.
- Click **Print Item** to print a batch list report.